

Opening Date: April 14, 2022
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-71
Monthly Salary: \$2,454-\$3,400*
Group/Class: A13/0154
Travel %: 0%
Division/Department: Finance/Accounting Administration
Number of Positions: 1
***Salary commensurate with experience**

JOB VACANCY NOTICE

Administrative Assistant III

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>.

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of LS Logistics Specialist, 0111 Administrative Specialist, MC Mass Communication Specialist or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf.

Job Description Summary

Performs complex (journey-level) administrative support or technical financial assistance work in the Accounting Division. Work involves providing internal administrative support including disseminating information, maintaining filing systems, and preparing and editing reports and documents. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Director of the Accounting Division.

Essential Job Functions

- Provides guidance regarding agency administrative processes.
- Identifies and corrects administrative deficiencies or lack of compliance with existing processes.
- Prepares, edits, and distributes correspondence, reports, forms, and documents.
- Ensures correspondence, reports, forms, and documents are compliant with agency style guide.
- Maintains contact database to ensure contacts are accurate.
- Reviews reports for accuracy.
- Scans, files, and maintains files in accordance with office guidelines.
- Performs general office duties such as answering agency main phone line or preparing purchasing documents.
- Responds to inquiries regarding finance office operations.
- Coordinates meeting, conferences, and training sessions.
- Compiles and enters data into graphs, charts, or other documents.
- May manage and maintain schedules and travel arrangements for managers and directors.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- May research, compose, design, or edit agency publications such as brochures, forms, and manuals.
- May assist in the development of training material.
- May aid answering and routing phone calls, taking messages, and greeting and directing visitors to the appropriate staff.
- May research, compose, design, or edit agency publications such as brochures, forms, and manuals.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from a standard senior high school or equivalent.
- Three to five years of experience in administrative support work.

Preferred Qualifications

- Previous experience with a state agency or Texas institution of higher education.
- Experience maintaining and establishing records, filing systems and logs.
- Skills in using Microsoft Office programs such as Word, Excel, Access, and PowerPoint.
- Experience with administrative and operational support functions, scheduling and prioritizing meetings, appointments, special events; reserving meeting sites, coordinating travel arrangements, contacts, calendars and confirming appointments.
- General knowledge of contracting practices, financing and investment terms, and local, state, and federal laws, including principles and practices of public administration.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to Accounting Division, and of the principles and practices of public administration.
- General knowledge of contracting practices.
- General knowledge of financing and investment terms.
- Skills in using Microsoft Office programs such as Word, Excel, Access, and PowerPoint.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to implement administrative procedures, to interpret rules, regulations, policies, and procedures.
- Ability to communicate effectively.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.

Job Vacancy Notice (cont.)

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- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed eight hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.